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Proposals for financing associated costs for 2013 from within the approved budget for the capital master plan

Report of the Secretary-General

Summary

The present report is submitted pursuant to section III of General Assembly resolution 66/258, in which the Assembly requested the Secretary-General to submit to it at the main part of its sixty-seventh session, in the context of his tenth annual progress report, proposals for financing the associated costs from within the overall budget approved for the capital master plan.

The present report provides an update on the status of activities associated with the capital master plan, including historical expenditure to 2011, reforecasted expenditure for 2012 and estimated resource requirements for 2013.

The tenth annual progress report states that the schedule of the capital master plan (see A/67/350, sect. III) remains unchanged from the schedule reported in the ninth annual progress report (A/66/527). The renovation of the Conference Building is scheduled to be completed in late 2012 and the General Assembly Building is scheduled to be completed in mid-2014. This schedule has had an impact on the associated costs to the extent that although the total resources required for the period 2008-2013 have declined slightly since the ninth report, certain activities giving rise to associated costs are taking place later than previously forecast, for example, the procurement of furniture for the General Assembly Building and the integration of the audiovisual systems of the General Assembly Building into the newly acquired broadcast facility and media asset management systems.

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The total resource requirement for associated costs for the period 2008-2013 is estimated to be $143,138,600. For 2013, the estimated resource requirements amount to $15,562,600. Taking into account the estimated balance of unutilized funds of $11,896,500 against the amounts approved for the period 2008-2012, the net additional requirements for 2013 amount to $3,666,100.

The Secretary-General requests the General Assembly to approve a net amount of $3,666,100 for 2013 for the associated costs of the capital master plan.

I. Introduction

1. During the construction period, temporary increases in staffing and operational costs are required to support the construction activities of the capital master plan. Such costs have been identified with respect to the Department for General Assembly and Conference Management, the Department of Public Information, the Department of Management and the Department of Safety and Security.

2. In accordance with General Assembly resolution 64/228, a Steering Committee was established in 2010 to ensure close coordination among the departments involved in the capital master plan with respect to the cost of activities associated with the plan.

3. In 2008, the Secretary-General outlined the associated costs of the capital master plan for the period 2008-2013 (see A/62/799). However, that report was not considered by the General Assembly.

4. In his subsequent report on the associated costs related to the capital master plan (A/63/582), the Secretary-General submitted revised projected associated costs related to the plan for the period 2008-2013. By its resolution 63/270, the General Assembly decided that the resources approved for associated costs would be financed from within the approved budget of the capital master plan unless otherwise specified by the Assembly, and decided not to approve the overall level of associated costs at that time, bearing in mind opportunities for further cost reductions posed by the economic circumstances at that time and savings realized by the Secretary-General. In the same resolution, the Assembly recalled paragraph 50 of the report of the Advisory Committee on Administrative and Budgetary Questions (A/63/736), and requested the Secretary-General to make every effort to absorb the associated costs, totalling $30,272,400 for the biennium 2008-2009, from within the overall budget approved for the plan.

5. In a subsequent report (A/64/346/Add.2), the Secretary-General proposed to continue to finance the associated costs for 2010, in an amount of $50,114,100, from within the approved budget of the capital master plan. In its resolution 64/228, the General Assembly approved a reduced amount of $42,069,695. In the same resolution, the Assembly decided not to approve the overall level of associated costs, and requested the Secretary-General to submit to the Assembly, at its sixty-fifth session, proposals for financing the costs for 2011.

6. In his report for 2011 (A/65/511/Add.1), the Secretary-General proposed to continue to finance associated costs of $71,871,305 from within the approved budget of the capital master plan. In its resolution 65/269, the General Assembly approved a reduced amount of $58,871,305 and authorized the Secretary-General to enter into commitments in an amount of up to $286,300.[1]

7. In his report submitted to the Assembly at its sixty-sixth session (A/66/527/Add.1), the Secretary-General proposed to continue to finance the associated costs for the year 2012 in the amount of $46,322,200 from within the approved budget of the capital master plan. In its resolution 66/258, the General Assembly authorized the Secretary-General to enter into commitments in an amount

[1] The Department of Safety and Security was able to fulfil its 2011 security activities without recourse to this commitment authority.

of up to $135,000,000 for the capital master plan, including its associated costs, through 2012.

II. Overview

8. The total projected resource requirements of $143,138,600 are based on the assumption that there will be no delays in the implementation of the current schedule, as set out in the tenth annual progress report (A/67/350). This represents a decrease of $3,667,400 compared with the estimate of $146,806,000 presented to the General Assembly at its sixty-sixth session.

9. Table 1 below provides a summary of the associated cost requirements with a comparison made to the estimates presented to the General Assembly in the previous report of the Secretary-General (A/66/527/Add.1).

Table 1
Summary of associated cost requirements
(Thousands of United States dollars)

Requirements	*Previous estimates*[a]	*Current costs/estimates*	*Change*
2008-2010	32 010.0	32 010.0	–
2011	64 246.3	61 499.0	(2 747.3)
2012	46 322.2	34 067.0	(12 255.2)
2013	4 227.5	15 562.6	11 335.1
Total	**146 806.0**	**143 138.6**	**(3 667.4)**

[a] See A/66/527/Add.1.

10. The associated cost requirements proposed for 2012 by the Secretary-General in document A/66/527/Add.1, after allowing for unutilized approved resources from prior periods of $34,957,100, amounted to $11,365,100. These requirements were reduced to $8,259,100 to ensure that expenditure in 2012 for the capital master plan and its associated costs would not exceed the amount of the commitment authority. This amount, combined with the unspent balance of $37,704,400 brought forward from 2011, gave rise to a total of $45,963,500 in resources available for 2012. Actual expenditure for the period to 31 May 2012 amounted to $7,914,800. Taking into account current expenditure patterns and the planned activities for the remainder of the year, it is anticipated that total expenditure for 2012 will amount to $34,067,000.

11. With respect to 2013, it is estimated that resources in the amount of $15,562,600 will be required.

12. The current schedule of the capital master plan indicates that the relocation of staff to the Secretariat Building will be completed by the end of 2012. The schedule continues to point towards the completion of the Conference Building in late 2012, with commissioning continuing into early 2013, and the completion of the General Assembly Building in mid-2014. The costs relating to the renovation of the Conference Building and General Assembly Building have formed the basis for the projections of the associated costs in 2013.

III. Implementation during the period 2008-2010 and 2011

2008-2010

13. As stated in the report of the Secretary-General submitted to the General Assembly at its sixty-sixth session (A/66/527/Add.1), actual expenditure for the period 2008-2010 amounted to $32,010,000 of the $72,342,000 approved. The unspent balance of $40,332,000, comprising principally provisions for the permanent broadcast facility and the media asset management system, was rephased to 2011. An analysis of the expenditure for this period by individual departments is provided in table 2 below.

Table 2
Expenditure pertaining to associated costs in the period 2008-2010
(Thousands of United States dollars)

	Approved 2008-2010	*Expenditure as at 31 December 2010*	*Balance*	*Utilization (percentage)*
	(a)	*(b)*	*(a)-(b)*	*(b)/(a)*
Department for General Assembly and Conference Management	1 640.9	1 637.0	3.9	100
Department of Public Information	30 855.3	563.4	30 291.9	2
Office of Central Support Services	17 463.6	9 919.5	7 544.1	57
Construction, alteration, improvement and major maintenance[a]	6 962.2	5 389.0	1 573.2	77
Department of Safety and Security	13 172.2	12 750.5	421.7	97
Office of Information and Communications Technology	2 247.8	1 750.6	497.2	78
Total	**72 342.0**	**32 010.0**	**40 332.0**	**44**

[a] Funding under construction provided for: (a) the archive storage expansion project; and (b) the security systems in swing spaces and the information infrastructure of the primary security command centre.

2011

14. In its resolution 65/269,[2] the General Assembly approved resources of $58,871,300 for associated costs related to the capital master plan for 2011. This provision, combined with the unspent balance of $40,332,000 brought forward from 2010, gave rise to $99,203,300 in resources available for 2011. The requirements for 2011 were revised to $64,246,300 in the report of the Secretary-General contained in document A/66/527/Add.1, reflecting principally the deferral to 2012 of the procurement of office furniture and the implementation of the permanent broadcast facility and the media asset management system. Actual expenditure amounted to $61,499,000, or 96 per cent, of the forecasted amount. The unspent balance of $37,704,400 was $2,747,300 higher than anticipated and was rephased to 2012. Table 3 below sets out the closing position on expenditure as at 31 December 2011. Details of the expenditure under each department are provided after the table.

[2] In which the General Assembly also authorized the Secretary-General to enter into commitments of up to $286,300 which were not required for 2011.

Table 3
Status of expenditures pertaining to associated costs in 2011
(Thousands of United States dollars)

	Carried forward 2008-2010	*2011 funding approved in resolution 65/269*	*Total funding available in 2011*	*Expenditure as at 31 December 2011*	*Balance*	*Utilization (percentage)*
	(a)	*(b)*	*(c)=(a)+(b)*	*(d)*	*(c)-(d)*	*(d)/(c)*
Department for General Assembly and Conference Management	3.9	628.6	632.5	635.9	(3.4)	101
Department of Public Information	30 291.9	190.1	30 482.0	25 208.6	5 273.4	83
Office of Central Support Services	7 544.1	7 492.6	15 036.7	11 189.1	3 847.6	74
Office of the Capital Master Plan[a]	–	43 858.2	43 858.2	18 146.2	25 712.0	41
Construction, alteration, improvement and major maintenance[b]	1 573.2	534.6	2 107.8	57.9	2 049.9	3
Department of Safety and Security	421.7	5 967.9	6 389.6	5 976.4	413.2	94
Office of Information and Communications Technology	497.2	199.4	696.6	284.9	411.7	41
Total	**40 332.0**	**58 871.4**	**99 203.4**	**61 499.0**	**37 704.4**	**62**

[a] In resolution 65/269, the General Assembly approved $51,350,800 in resources for the Office of Central Support Services for 2011. This included an amount of $43,858,200 for office furniture. The procurement of office furniture is being managed by the Office of the Capital Master Plan. Accordingly, the associated costs for furniture are shown separately.

[b] Funding under construction provided for: (a) the archive storage expansion project; and (b) the security systems in swing spaces and the information infrastructure of the primary security command centre.

A. Department for General Assembly and Conference Management

15. Requirements of $635,900 for 2011, reflecting a marginal cost overrun of $3,400, related to the continuation of six general temporary assistance positions. This includes two information systems officers (P-3) and four records management assistants (General Service (Other level)). The continuation of this staffing complement will be required throughout the capital master plan implementation phase to ensure that information technology services are maintained at normal levels and that the mission-critical systems of the Department for General Assembly and Conference Management, in particular the meetings management, documents management and digital recording systems, will be fully operational.

B. Department of Public Information

16. In its resolution 65/269, the General Assembly approved resources of $190,100 for associated costs of the Department of Public Information for 2011. That provision, combined with the balance of $30,291,900 carried forward (to acquire the permanent broadcast facility and the media asset management system) gave rise to a total of $30,482,000 in resources available for 2011. In the previous report of the Secretary-General (A/66/527/Add.1), the projected requirements were revised downwards to $25,386,300, which was budgeted for: (a) meeting the costs of two consultants (specialists in broadcast engineering, information technology and

archives management) to assist the Department in preparing for the transition to digital technologies and for the implementation of the media asset management system ($190,100); (b) additional consultant costs to provide advice, during negotiations with vendors, on the design and subsequent installation, testing and implementation of the two systems to ensure they are fully in compliance with the needs of the Secretariat and to introduce, test and train end-users on the metadata scheme in the media asset management system($105,000);[3] (c) contractors to prepare the audiovisual archives for the integrated system ($345,000); and (d) the procurement and implementation of the permanent broadcast facility and the media asset management system ($24,746,200).

17. As at 31 December 2011, total expenditure of $25,208,600 had been incurred. Compared with the resources available for 2011 ($30,482,000) this represents utilization of approximately 83 per cent, but is only $177,700 less than the revised forecast ($25,386,300) presented in the previous report. Variances in actual expenditure against the revised forecast are as follows:

(a) **Consultants**. Underexpenditure of $75,700 is due to a delay in the signing of the contracts for the permanent broadcast facility and the media asset management system. These resources have been carried forward to 2012 for the continuation of both the archivist and the digital media technology specialist;

(b) **Contractual services**. Underexpenditure of $102,000 is due to the delay in implementation of the media asset management system, which resulted in a later than anticipated engagement of contractors to prepare for the migration of the archive metadata into the media asset management system. These resources have been carried forward to 2012 to continue work on the media asset management system, which is scheduled to be operational by December 2012;

(c) With regard to the permanent broadcast facility and the media asset management system, resources of $24,746,200 were fully utilized for procurement and implementation of both systems.

18. Resources in the amount of $5,273,400 remained unutilized at the end of 2011. It has been agreed that the Office of the Capital Master Plan will assume responsibility for the completion of the permanent broadcast facility and the media asset management system, and the amount of $4,948,400 has been transferred to the Office of the Capital Master Plan in 2012.

C. Office of Central Support Services

19. In its resolution 65/269, the General Assembly approved resources of $7,492,600 for associated costs of the Office of Central Support Services for 2011. That provision, combined with the unutilized balance of $7,544,100 brought forward from 2010 gave rise to a total of $15,036,700 in resources available for 2011. In the previous report of the Secretary-General (A/66/527/Add.1), the projected requirements for 2011 were revised downwards to $11,507,600, which was budgeted for: (a) providing technical expertise, managing the integration of new building management, asset management and records management systems, and

[3] An agreed metadata scheme is required so that users of the system in different departments will enter the same key fields of data associated with an asset, allowing it to be retrieved easily.

augmenting programme coordination, information and logistics management support; (b) providing for engineering oversight of the commissioning and operation of video systems, media servers and conference audiovisual and broadcasting systems in the North Lawn Building and swing space locations, and to provide technical expertise in the design and commissioning of the new permanent broadcast facility and the media asset management system; (c) classifying the definition of new digital authentic documents required to preserve the audiovisual archive of official meetings for the media asset management system; (d) providing expertise in the handover of building operation services; (e) providing service contract management; (f) rental of office space and data processing for positions funded under associated costs; (g) moving, asset management and disposal services; (h) design charges related to minor alterations of the postal and gift centre at the Dag Hammarskjöld Library Building, previously planned at the North Lawn Building; and (i) the first phase of the procurement of audiovisual broadcast equipment for the permanent broadcast facility and the media asset management system.

20. As at 31 December 2011, total expenditure of $11,189,100 had been incurred. Compared with the approved resources available for 2011 ($15,036,700) this represents utilization of approximately 74 per cent, but is only $318,500 less than the revised forecast ($11,507,600) presented in the previous report. Variances in actual expenditure against the revised forecast are as follows:

(a) **General temporary assistance**. Underexpenditure of $91,600 is due to actual staff costs being lower than the standard rates used in the projections, as well as delays in recruitment for the five additional positions approved to begin in the latter half of 2011;

(b) **Contractual services**. Underexpenditure of $207,800 is due to a reassessment of commissioning and handover service requirements by the Office of the Capital Master Plan and the Office of Central Support Services in view of handover procedures and processes already established. The development of a preventative maintenance programme was identified as a gap in the overall handover process and is being addressed in 2012;

(c) **General operating expenses**. Underexpenditure of $19,100 is due to lower than estimated costs for data processing services ($28,300) and training ($9,600), offset by higher general operating expenses ($18,800) mainly attributable to charges for standard information and communications technology costs;

(d) **Furniture and equipment**. Funds of $8,247,900 were utilized for the first phase of the procurement of audiovisual broadcast equipment for the permanent broadcast facility and the media asset management system.

21. Resources in the amount of $3,847,600 remained unutilized at the end of 2011. It has been agreed that the Office of the Capital Master Plan will assume responsibility for the completion of the permanent broadcast facility and the media asset management system, and the amount of $1,682,700 has been transferred to the Office of the Capital Master Plan in 2012.

D. Office of the Capital Master Plan

22. In its resolution 65/269, the General Assembly approved resources of $43,858,200 for the procurement of furniture in 2011. In the previous report of the Secretary-General (A/66/527/Add.1), the projected requirements were revised downwards to $19,408,600, which was budgeted for: (a) advisory services regarding the development of the request for proposals and the subsequent evaluation process ($1,499,900); (b) furniture management ($1,287,900); and (c) system furniture and files ($16,620,800). It was projected that the unspent balance of $24,449,600 would be deferred to 2012, when the procurement and furniture installation was to be completed.

23. As at 31 December 2011, total expenditure of $18,146,200 had been incurred, which is $1,262,400 lower than the revised forecast ($19,408,600) presented in the previous report. This underexpenditure is due to the delayed procurement of furniture and seating, which was originally anticipated to be completed in late 2011. The total unspent balance of $25,712,000 was carried forward to 2012 to continue the procurement and installation of furniture.

E. Construction, alteration, improvement and major maintenance

24. In its resolution 65/269, the General Assembly approved resources of $534,600 for associated costs related to construction, alteration, improvement and major maintenance activities at Headquarters for 2011. That provision, combined with the unutilized balance of $1,573,200 brought forward from 2010, gave rise to $2,107,800 in resources for 2011. In the previous report of the Secretary-General (A/66/527/Add.1), the projected requirements for 2011 were revised downwards to $1,083,200, due partially to delays in revisions to maintenance contracts for physical security systems in swing spaces and the primary security command centre, but attributable mainly to changes in the resource requirements resulting from the decision taken to decommission the security command centre in the Conference Building.

25. The revised estimate for 2011 of $1,083,200 was to provide for: (a) servers and video management systems for the relocation of the security command centre ($479,800); (b) maintenance services for the swing space and security command centre systems ($345,500); and (c) acquisition of equipment for the security network ($257,900). Actual expenditure was $57,900 at the end of December 2011 and included only the acquisition of network equipment for the first phase of the basement renovations.

26. Variances in actual expenditure against the revised forecast totalling $1,025,300 are as follows:

(a) Servers and video management systems for the relocation of the security command centre ($479,800) were procured from within resources approved for the capital master plan;

(b) With regard to the maintenance services for the swing space and security command centre systems ($345,500), complications arising from an issue relating to vendor registration prevented the Office of Information and Communications

Technology and the Procurement Division from proceeding with a contract amendment;

(c) The acquisition of equipment for the security network planned for 2011 ($200,000) was deferred to 2012 in order to realign requirements with the phased launch of the complex-wide security system in the Secretariat and Conference Buildings scheduled for 2012.

F. Department of Safety and Security

27. In its resolution 65/269, the General Assembly approved resources of $5,967,900 for associated costs of the Department of Safety and Security for 2011. That provision, combined with the unutilized balance of $421,700 brought forward from 2010, gave rise to $6,389,600 in available resources for 2011. In the previous report of the Secretary-General (A/66/527/Add.1), the projected requirements for 2011 were revised downwards to $5,823,800.

28. As at 31 December 2011, total expenditure of $5,976,400 had been incurred. Compared with the revised forecast for 2011, this represents an overexpenditure of $152,600. Details of actual expenditure for 2011 and explanations of variances are as follows:

(a) **General temporary assistance**. An amount of $5,485,600 was projected in the previous report. Actual expenditure amounted to $5,694,500 resulting in an overexpenditure of $208,900 due to higher than anticipated payments made to: (i) separating staff members for annual leave balances, and (ii) serving staff members for accumulated compensatory time off above 40 hours;

(b) **Contractual services**. Against the previously projected requirements of $85,600, actual expenditure amounted to $48,000, reflecting an underexpenditure of $37,600. The underexpenditure resulted from the contract for security access control system manager training not being finalized, training on the use of hazardous material detection equipment not taking place due to difficulties encountered in scheduling participation of security officers and lower than estimated requirements for laundry services;

(c) **General operating expenses**. Against the previously projected requirements of $154,800, actual expenditure amounted to $146,000, reflecting an underexpenditure of $8,800. The underutilization results from lower than estimated charges for webmail and network accounts;

(d) **Supplies and materials**. Against the previously projected requirements of $97,800, actual expenditure amounted to $87,900, reflecting an underexpenditure of $9,900. The underexpenditure results from lower than estimated requirements for uniforms and ammunition.

G. Office of Information and Communications Technology

29. In its resolution 65/269, the General Assembly approved resources of $199,400 for associated costs of the Office of Information and Communications Technology for 2011. This provision, combined with the unutilized balance brought forward

from 2010 of $497,200 gave rise to total resources available for 2011 in the amount of $696,600.

30. Actual expenditure for 2011 amounted to $284,900, which was $119,400 lower than the revised forecast of $404,300 presented in the previous report of the Secretary-General (A/66/527/Add.1). Details of the variances of actual expenditure against the revised forecast are explained below:

(a) **General temporary assistance**. A provision of $73,800 was approved for two information technology assistants for the second half of 2011 to ensure that preparations for the relocation of staff were carried out in a timely manner. Actual expenditure of $34,600 was lower by $39,200 because the majority of preparations necessary for staff relocation were absorbed within existing resources;

(b) **Contractual services**. A provision of $330,500 was approved to provide for technology infrastructure support, in particular to resolve the remaining issues related to the basement swing space. Actual expenditure of $250,300 was lower than the revised forecast because of delays in hiring the contractors during the second half of 2011, with the remaining requirements for technology infrastructure support being absorbed within existing resources.

IV. Status of implementation and projected requirements for 2012

31. The associated cost requirements proposed for 2012 by the Secretary-General in document A/66/527/Add.1 of $11,365,100 were reduced to $8,259,100 to ensure that expenditure in 2012 relating to the capital master plan and its associated costs would not exceed the amount of the commitment authority. This provision, combined with the balance of approved but unutilized resources of $37,704,400 brought forward from 2011, gave rise to $45,963,500 in available resources for 2012. A detailed breakdown by department is provided in table 4 below.

Table 4
Summary of available funding for 2012 by department
(Thousands of United States dollars)

	Balance carried forward from 2011	*2012 funding approved in resolution 66/258*	*Total funding available in 2012*
Department for General Assembly and Conference Management	(3.4)	668.6	665.2
Department of Public Information	325.0	43.0	368.0
Office of Central Support Services (without furniture)	2 164.9	4 422.3	6 587.2
Office of the Capital Master Plan	32 343.1	(1 850.0)	30 493.1
Construction, alteration, improvement and major maintenance	2 049.9	(744.6)	1 305.3
Department of Safety and Security	413.2	5 401.2	5 814.4
Office of Information and Communications Technology	411.7	318.6	730.3
Total	**37 704.4**	**8 259.1**	**45 963.5**

32. It is estimated that the associated costs for the capital master plan for 2012 will amount to $34,067,000. Compared with the available resources of $45,963,500, this gives rise to a projected unutilized balance of $11,896,500 at the end of the year. This principally reflects the deferred procurement of furniture for the General Assembly Building and the deferred implementation of the permanent broadcast facility and the media asset management system from 2012 to 2013.

33. A summary of revised projected requirements for 2012 is provided in table 5. Further details by each department are provided after the table.

Table 5
Summary of expenditure and revised requirements for 2012 by department
(Thousands of United States dollars)

	Available funding for 2012[a]	*Expenditure as at 31 May 2012*	*Projected expenditure June-Dec. 2012*	*Revised requirements for 2012*	*Projected balance*
	(a)	*(b)*	*(c)*	*(d)=(b)+(c)*	*(e)=(a)–(d)*
Department for General Assembly and Conference Management	665.2	258.8	406.4	665.2	–
Department of Public Information	368.0	205.3	82.8	288.1	79.9
Office of Central Support Services	6 587.2	890.3	4 674.6	5 564.9	1 022.3
Office of the Capital Master Plan[b]	30 493.1	3 883.9	16 649.8	20 533.7	9 959.4
Construction, alteration, improvement and major maintenance	1 305.3	–	580.0	580.0	725.3
Department of Safety and Security	5 814.4	2 408.9	3 395.1	5 804.0	10.4
Office of Information and Communications Technology	730.3	267.6	363.5	631.1	99.2
Total	**45 963.5**	**7 914.8**	**26 152.2**	**34 067.0**	**11 896.5**

[a] Comprising funding approved for 2012 by the General Assembly in resolution 66/258, plus unspent balance carried forward from 2011 (see table 4).
[b] Comprising requirements for furniture and the completion of the permanent broadcast facility and the media asset management system.

A. Department for General Assembly and Conference Management

34. Resources of $665,200 in 2012 will provide for the continuation of the six general temporary assistance positions in the Department for General Assembly and Conference Management.

35. Expenditure as at 31 May 2012 amounted to $258,800 (39 per cent of estimated requirements), which is consistent with projections.

B. Department of Public Information

36. In its resolution 66/258, the General Assembly approved resources of $43,000 for associated costs of the Department of Public Information for 2012. An amount of $5,273,400 was brought forward from 2011, of which $4,948,400 was related to the permanent broadcast facility and the media asset management system and was

transferred to the Office of the Capital Master Plan. As reflected in table 4, the remaining balance of $325,000 brought forward from 2011, combined with the resources approved by the General Assembly, gave rise to $368,000 of available resources for 2012. It is now estimated that $288,100 will be required in 2012, consisting of:

(a) **Consultants** ($47,300). Resources of $75,700 were brought forward from 2011 for the continued services of the archivist and the digital media technology specialist to assist the Department in preparing for the transition to digital technologies and for the implementation of the media asset management system. The Department anticipates that it will require only $47,300 of the available resources as the digital media technology specialist has now been contracted by the Office of the Capital Master Plan to advise on the implementation of the permanent broadcast facility and the media asset management system and the services of the archivist will not be required beyond the end of 2012;

(b) **Contractual services** ($93,500). Requirements of $43,000 were originally projected for elevator operators. During the renovation work on the Conference Building, tours managed by the Visitors Services section have been rerouted between the public lobby and the third floor, requiring the elevators to be staffed by operators for eight hours per day for security reasons. These requirements remain valid. In addition, $50,500 of the resources of $102,000 brought forward from 2011 for the migration of the archive metadata into the media asset management system will be utilized;

(c) **Furniture and equipment** ($147,300). Resources of $147,300 have been utilized for programme management services relating to the design development and documentation phase of the permanent broadcast facility and media asset management system.

C. Office of Central Support Services

37. In its resolution 66/258, the General Assembly approved resources of $4,422,300 for associated costs of the Office of Central Support Services for 2012. A reduction of $520,000 had been identified from the requirements of $4,942,300 set out in the previous report of the Secretary-General (A/66/527/Add.1) to ensure that expenditure would not exceed the amount of the commitment authority approved by the General Assembly. Of the balance of $3,847,600 brought forward from 2011, $1,682,700 of requirements for the permanent broadcast facility and the media asset management system were transferred to the Office of the Capital Master Plan. As reflected in table 4, the remaining balance of $2,164,900 brought forward from 2011, combined with the resources approved by the General Assembly, gave rise to $6,587,200 of available resources for 2012. It is now estimated that $5,564,900 will be required in 2012, consisting of:

(a) **General temporary assistance** ($1,566,100). Requirements of $2,052,400 were originally projected for 2012 for the continuation of 15 positions. The revised estimate of $1,566,100 reflects a decrease of $486,300 due to lower actual staff costs compared with the standard rates used in projections, the discontinuation of one General Service position in mid-2012 and recruitment delays resulting from staff turnover;

(b) **Contractual services** ($995,000). Requirements of $1,327,500 were originally projected for 2012 for: (i) conference project engineers to oversee the implementation of the permanent broadcast facility and the media asset management system, the maintenance of video and audio systems at swing space locations and other conference areas and broadcast engineers needed for the migration of operations from the temporary conference facilities in the North Lawn Building to permanent facilities in the Conference Building, including participation in the testing and commissioning of the new systems ($867,500); and (ii) other miscellaneous contractual services to cover the continuation of technical expertise to oversee the commissioning and handover of building infrastructure and management systems installed under the capital master plan, focusing on developing a preventative maintenance programme for installations that are part of the plan as an integral part of the overall handover process ($460,000). The estimated resource requirements remain valid, but $332,500 of the requirements for conference project engineers have been deferred to 2013 as a result of the delay in commissioning of the permanent broadcast facility in the Conference Building and to facilitate the migration of broadcast operations in the General Assembly Building. The commissioning of the permanent broadcast facility initially scheduled for June 2012 will commence in November 2012 and is expected to be completed in early 2013;

(c) **General operating expenses** ($2,879,700). Resource requirements of $2,879,700 will provide for: (i) rental of office space to accommodate the positions funded under the associated costs of the capital master plan ($429,000); (ii) centralized data-processing and communications services for the Office of Central Support Services positions funded under the plan ($45,400); (iii) moving, asset management and disposal services ($641,600); (iv) gift relocation services ($400,000); (v) renovation of the main cafeteria kitchen floor and other minor improvements to ensure availability and continued services of the main cafeteria ($571,200); (vi) a contractual service for the management and coordination of the new common meeting rooms in the Secretariat Building during the transition period of the relocation, planned to be used to service Secretariat building floors occupied by approximately 3,000 staff ($30,000); (vii) audiovisual supplies ($70,000) and technical support to build new audio/video asset records in the asset management database ($50,000); (viii) hardware and software licensing and support for multimedia rooms in swing space installed under the capital master plan ($79,400); (ix) minor alteration services to reconfigure the postal and gift centre in the Dag Hammarksjöld Library Building ($121,200); (x) cleaning services for 380 Madison Avenue and the annex buildings to restore the vacated space and to prepare the newly renovated Secretariat Building for occupancy ($290,000); and (xi) miscellaneous services ($152,000) covering maintenance of multimedia swing space, vehicle maintenance, messenger services to swing space locations, garage administration support, training and other miscellaneous services.

(d) **Furniture and equipment** ($124,100). Requirements of $2,211,800 were originally projected to provide for (i) Internet protocol television services in the Secretariat Building ($30,000); (ii) contingency costs and other contractual requirements related to the permanent broadcast facility and the media asset management system deferred from 2011 ($1,731,800); and (iii) the deferral from 2011 of resources covering the cabling and replacement of very-high-frequency and ultra-high-frequency radio communication systems and multimedia videoconferencing software and servers ($450,000). Of the above estimated

resource requirements of $2,211,800, only $124,100 will be required in 2012. The reduction in requirements of $2,087,700 comprises: (i) the transfer of $1,682,700 to the Office of the Capital Master Plan for requirements related to the permanent broadcast facility and the media asset management system deferred from 2011; (ii) the absorption of $30,000 for Internet protocol television services in the Secretariat Building within existing regular budget requirements; and (iii) lower than originally estimated requirements for the cabling and replacement of very-high-frequency and ultra-high-frequency radio communication systems and multimedia videoconferencing software and servers ($375,000), with only $75,000 being required for this purpose in 2012.

D. Office of the Capital Master Plan

38. The General Assembly approved resources of $43,858,200 for the procurement of furniture during 2011, of which the amount of $25,712,000 was deferred to 2012. Following an agreement that the Office of the Capital Master Plan would assume responsibility for the remaining implementation of the permanent broadcast facility and the media asset management system, funds totalling $6,631,100 were transferred to the Office of the Capital Master Plan from the Department of Public Information ($4,948,400) and the Office of Central Support Services ($1,682,700). The total available funds of $32,343,100 were then reduced by $1,850,000 to ensure that expenditure in 2012 would not exceed the amount of the commitment authority authorized by the General Assembly in its resolution 66/258. The total funds available for 2012 are therefore $30,493,100.

39. Expenditure as at 31 May 2012 amounted to $3,883,900. This relates to the contract for delivery and installation of furniture in the Secretariat Building. The base contract value was an estimated cost of furniture for a standard floor in the Secretariat Building, and the actual cost of furniture may vary as a result of differing requirements on a floor-by-floor basis. Requirements of $16,649,800 are projected for the second half of the year, comprising:

(a) Contractual services ($2,677,000), comprising: (i) moving of furniture ($1,981,500); (ii) furniture design for the Conference and General Assembly Buildings ($200,200); and (iii) reconfiguration of the basement workstations ($495,300);

(b) Furniture requirements ($11,289,000), comprising: (i) furniture for the Secretariat Building ($500,000); (ii) seating ($7,897,100), for the procurement of task chairs, guest chairs, lounge seating and meeting room chairs for the entire complex, to complement existing seating (the contract for seating is expected to be awarded in October 2012); (iii) other furniture ($2,874,400), comprising such items as desks, meeting tables, computer tables, coffee tables, side tables, bookcases, wooden filing cabinets, credenzas, training tables, table lamps and floor lamps, to complement existing furniture, generally for use in the offices of under-secretaries-general, assistant-secretaries-general and directors and in conference rooms, meeting rooms, training rooms and lounge areas (samples of such furniture items were received in July 2012 and the contract is expected to be awarded in October 2012); and (iv) lamps for interpreters ($17,500);

(c) Furniture contingency provisions ($909,200);

(d) Requirements for the permanent broadcast facility and the media asset management system of $1,774,600 will be required to support the conversion of the North Lawn Building and the transition of the Broadcast Studio H functions, currently in the General Assembly Building, to the permanent broadcast facility in the Conference Building. This will permit the demolition of the interior of the General Assembly Building, commencing in early 2013.

40. The unspent balance of $9,959,400 will be deferred to 2013, when the procurement and installation of furniture and the implementation and integration of the permanent broadcast facility and media asset management system will be completed.

E. Construction, alteration, improvement and major maintenance

41. No additional resources were requested for 2012 in the previous report of the Secretary-General (A/66/527/Add.1). Resources of $2,049,900 were brought forward from 2011 and an amount of $546,600 was used to offset resource requirements for other associated costs in 2012. A further reduction of $198,000 was identified as resources previously required for the ongoing support of supplementary equipment being moved from the security command centre in the Conference Building to the North Lawn Technology Centre have proved unnecessary. Taking these adjustments into consideration gives rise to $1,305,300 of unutilized available resources for 2012.

42. No expenditure was incurred in the first five months of 2012. The low utilization level is attributable to: (a) funds deferred from 2011 for servers and video management systems for the relocation of the security command centre ($479,800) and the 2011 swing space maintenance support ($345,500) will no longer be required; (ii) a reduction of $140,000 in the projected requirements of $280,000 for maintenance services to support access-control and closed-circuit television systems at 380 Madison Avenue, the Albano Building, the North Lawn Building and the Court Square Building, due to continued technical delays in finalizing a contract amendment. This problem has now been resolved and work on the contract amendment is proceeding.

43. For the remainder of 2012, it is projected that resources of $580,000 will be required, which is $102,000 higher than the previous projections of $478,000. The revised requirements for the remainder of 2012 are as follows:

(a) Acquisition of equipment for the complex-wide security network ($440,000). This equipment is required to support deployment of access-control and closed-circuit television systems in the Secretariat and Conference Buildings. The amount of $200,000 was deferred from 2011 for this purpose in order to realign requirements with the phased launch of the complex-wide security system in the Secretariat and Conference Buildings. Additional resources of $240,000 are necessitated by higher than previously estimated requirements;

(b) Maintenance support services for the swing spaces ($140,000). As the technical delays in finalizing a contract amendment have been resolved, it is projected that half of the previously estimated requirements of $280,000 will be required for the remainder of 2012. The services are required because the lack of a service level agreement attached to the arrangement has proved to be burdensome

on both the Office of Information and Communications Technology and the Department of Safety and Security. Response times for urgent repairs on critical components of the security systems in the swing spaces can give rise to anxiety on the part of those accountable for operations and maintenance support.

44. In summary, available resources for 2012 amount to $1,305,300 and revised estimated requirements of $580,000 are projected for the year. Consequently, it is projected that the unutilized balance of $725,300 will be carried forward to 2013 to offset requirements for other associated costs.

F. Department of Safety and Security

45. In its resolution 66/258, the General Assembly approved resources of $5,401,200 for associated costs of the Department of Safety and Security for 2012. A reduction of $483,800 had been identified from the $5,885,000 of requirements in the previous report of the Secretary-General (A/66/527/Add.1) to ensure that expenditure would not exceed the amount of the commitment authority approved by the Assembly. This provision, combined with the balance of $413,200 brought forward from 2011 gave rise to $5,814,400 of available resources for 2012. Based on experience in the first five months of 2012, it is now anticipated that resources of $5,804,000 will be spent in 2012 comprising:

(a) **General temporary assistance** ($5,643,800). Requirements of $6,145,200 were projected in the previous report, but a reduction was identified to ensure that expenditure would not exceed the amount of the commitment authority approved by the General Assembly. The current projected requirements of $5,643,800 will provide for the continuation of 57 of the 61 temporary security positions, 4 of the 5 Professional positions (one P-5, one P-4 and two P-3 positions) and the 3 General Service (Other level) positions;

(b) **Contractual services** ($14,300). Previous projections of $85,600 included: (i) random drug testing and psychological testing of security personnel ($12,400); and (ii) mandatory training for security officers ($73,200). The requirements of $14,300, reflecting a reduction of $71,300, are for drug testing and laundry services for the temporary security positions. The provision for training will not be utilized because the Department is unable to send sufficient participants to training courses as a result of vendor restrictions on the minimum number of participants;

(c) **Operating expenses** ($115,400). Resources will provide for: (i) communications costs, such as telephone charges and BlackBerry charges ($11,600); (ii) maintenance of office automation equipment, webmail accounts and service-level agreements with the Office of Information and Communications Technology ($49,800); and (iii) veterinarian and kennel services for nine dogs in the canine unit and the renewal of pistol permits ($54,000). The previously projected requirements were $159,300 and the reduction in requirements of $43,900 results from the locksmith services at 380 Madison Avenue no longer being required;

(d) **Supplies and materials** ($30,500). This represents a reduction of $30,200 against the previously projected requirement ($60,700). This provision is required for office supplies, canine supplies and ammunition and uniforms for

security officers. The revised estimate is lower because fewer uniforms required replacement than previously estimated.

46. In summary, available resources for 2012 amount to $5,814,400 and the revised projected requirement is $5,804,000. This results in a projected unutilized balance of $10,400 at the end of 2012 that will be available to offset the requirements of the Department in 2013.

G. Office of Information and Communications Technology

47. Requirements of $610,900 were projected for associated costs of the Office of Information and Communications Technology for 2012, including: (a) $157,800 for two information technology assistants providing information and communications technology and logistical support to activities relating to the capital master plan, including preparations for the renovation of the General Assembly Building and the relocation of staff from the swing spaces back to the Secretariat complex in 2012; and (b) $453,100 for contractual services to provide technology infrastructure support, in particular to resolve the remaining problems related to the basement swing space.

48. Revised estimates of $631,100 are now proposed for 2012 for contractual services only. The Office of Information and Communications Technology has decided that contractors would be able to perform the functions previously planned to be supported by general temporary assistance on a more flexible basis. The projected $453,100 of requirements for contractual services are still valid, and additional requirements of $178,000 are for two additional contractors for the period July to December 2012 to support the technology component of relocating approximately 3,000 people from swing spaces and annex buildings to the Secretariat Building.

V. Projected requirements for 2013

49. Requirements for 2013 will decline from the level of 2012 to $15,562,600 as a result of the relocation of staff to the Secretariat Building and the completion of the Conference Building by the end of 2012. The main drivers of the associated costs in 2013 will be the procurement of furniture and the completion of the permanent broadcast facility and the media asset management system. Both activities are under the management of the Office of the Capital Master Plan and are encompassed within the scope of contractual arrangements with the construction project manager. In addition, the Office of Central Support Services will be building its capacity to assume responsibility for the operation and maintenance of the Secretariat Building and the Conference Building, which will be handed over to the Facilities Management Service in late 2012 and early 2013, respectively.

50. Current projected requirements for 2013 are estimated at $15,562,600. It is currently projected that an unutilized balance of $11,896,500 will be carried forward from 2012 to offset against the projected resource requirements for 2013. Accordingly, net additional funds of $3,666,100 would be required to meet the projected costs for 2013. Table 6 below provides a breakdown of the requirements.

Table 6
Summary of projected requirements for 2013 by department
(Thousands of United States dollars)

	2013 projected requirements	*2012 projected unspent balance*	*2013 net requirements*
Department for General Assembly and Conference Management	–	–	–
Department of Public Information	–	79.9	(79.9)
Office of Central Support Services	2 389.8	1 022.3	1 367.5
Office of the Capital Master Plan[a]	9 959.4	9 959.4	–
Construction, alteration, improvement and major maintenance	230.0	725.3	(495.3)
Department of Safety and Security	2 983.4	10.4	2 973.0
Office of Information and Communications Technology	–	99.2	(99.2)
Total	**15 562.6**	**11 896.5**	**3 666.1**

[a] Comprising requirements for furniture and the completion of the permanent broadcast facility and the media asset management system.

A. Office of Central Support Services

51. Requirements of $1,367,500 were originally projected for the associated costs of the Office of Central Support Services for 2013. It is now anticipated that resources of $2,389,800 will be required for coordination and operational support for the implementation of the capital master plan, the implementation of the new permanent broadcast facility and the migration of broadcast operations to the new conference systems in the Conference Building.

52. The main focus of activities for 2013 will be building the capacity and resources necessary for the Facilities Management Service to assume responsibility for the operation and maintenance of the Secretariat Building, the Conference Building and the General Assembly Building, which will be handed over to the Service in late 2012, early 2013 and 2014, respectively. Resources will also be required to manage the migration of operations from the General Assembly Building to the North Lawn Building and to support the reconfiguration of vacated space and the relocation of staff from swing space to permanent locations, as well as to coordinate the logistics of the project activities, including asset moving, tracking and disposal and cleaning services. Information and document management will be of continued importance during 2013.

53. Full requirements for 2013 comprise:

(a) **General temporary assistance** ($897,500). No resource requirements for general temporary assistance were previously projected. However of the 15 positions previously approved, six positions will be required to support the later phase of the project and ensure a smooth transition of operations, thereby mitigating handover risks. The remaining temporary staff will comprise the Handover Officer (P-4), who will also assume project coordination functions, the Information Management Officer (P-4), the Broadcast Technical Coordination Officer (P-3) and the Associated Building Management Officer (P-2), as well as one Facilities

Management Assistant (General Service (Principal level)) and one Facilities Management Assistant (General Service (Other level)). These positions will support: (i) the handover of the new building systems, including information and documentation management; (ii) implementation of the permanent broadcast facility and the media asset management system; (iii) the migration of broadcast operations to the Conference Building; (iv) the final moves out of swing spaces into permanent locations in the reconfigured annex buildings in the first part of 2013; (v) the repurposing of the North Lawn Building; and (vi) the decommissioning of conference systems in the General Assembly Building;

(b) **Contractual services** ($715,300). Requirements of $375,000 were originally projected to provide for: (i) conference project engineers to oversee the migration of the audiovisual systems from the General Assembly Building to the North Lawn Building and to finalize the commissioning of the Conference and General Assembly Buildings ($295,000); and (ii) the continuation of handover services to support the commissioning process in relation to building infrastructure and management systems installed in the General Assembly Building ($80,000). The estimated resource requirements remain valid. In addition, $340,300 of requirements for conference project engineers would be carried forward from 2012 to commission the permanent broadcast facility, which will be operational in early 2013;

(c) **General operating expenses** ($475,000). Resource requirements of $475,000 were originally projected to provide for: (i) asset management services to support the renovation of the General Assembly Building ($175,000); and (ii) gift relocation services ($300,000). The estimated requirements for asset management services have been reduced by $75,000 to $100,000 due to lower contractual rates. Additional resources in the amount of $75,000 will be required for cleaning services prior to the occupancy of the Conference Building. The estimated resources for gift relocation services will be required to be procured in late 2013 to provide services in 2014 upon completion of the renovation of the General Assembly Building;

(d) **Furniture and equipment** ($302,000). Requirements of $517,500 were originally projected to provide for catering equipment, furniture and fixtures not covered by the capital master plan for the Delegates' Dining Room, the North and South Delegates' Lounges, the coffee shop in the visitors' area and Café Austria, which will reopen once the renovation of the Conference and Secretariat Buildings has been completed. Upon the closing of the facilities prior to the capital master plan project, it was determined that some of the equipment would not be suitable for storage and reuse and it was therefore disposed of. These requirements have been revised downwards by $255,500 to $262,000. In addition, resources in the amount of $40,000 deferred from 2012 will be required for the maintenance and replacement of very-high-frequency and ultra-high-frequency radio communication systems.

B. Office of the Capital Master Plan

54. Resources in the amount of $9,959,400 will be required for 2013 as follows:

(a) Furniture for the General Assembly Building ($4,438,700), including new furniture, comprising: (i) gallery and room perimeter fixed seating for conference rooms 4, 5, 6 and 7 and the Plenary Hall; (ii) adviser seating in conference rooms 4, 8, 11 and 12 and the Plenary Hall; (iii) new desks for

conference officers, tables for delegates and chairs for the new conference rooms 11, 12 and 13; (iv) replacement tables for delegates and desks for conference officers in conference rooms 5, 6 and 7; (v) a table in conference room 8; and (vi) requirements for furniture that will be either refurbished or re-used without refurbishment, including furniture for the public lobby, meditation and coat room items, the delegates' lobby counter and remaining conference room and Plenary Hall furniture such as the podium, rostrum, observer tables and delegate tables in the Plenary Hall, and desks and tables in conference rooms 4 and 8;

(b) Furniture delivery management and design ($1,268,900);

(c) Furniture contingency provisions ($397,600);

(d) The completion of the implementation of the permanent broadcast facility and the media asset management system, including integration into existing systems ($3,854,200). The General Assembly Building will undergo construction from early 2013 until mid-2014. During this time, these requirements will be used to build and integrate all of the audiovisual, interpretation and broadcast-related systems of the renovated General Assembly Building into the permanent broadcast facility and the media asset management system so that the broadcast system of the entire complex will be fully integrated.

C. Construction, alteration, improvement and major maintenance

55. It is estimated that resource requirements for associated costs related to construction, alteration, improvement and major maintenance for 2013 will amount to $230,000. As stated in paragraph 44, current projections for 2012 indicate that an estimated $725,300 of resources will remain unutilized at the end of 2012. This can be utilized to meet the requirements related to construction, alteration, improvement and major maintenance for 2013, and it is expected that $495,300 of approved resources will be available during 2013 to offset against resource requirements for other associated costs.

56. The projected requirements for 2013 are for:

(a) The acquisition of additional network equipment to provide connectivity between eight new security distribution frames currently under construction, the security operations centre and access control and closed-circuit television systems ($80,000);

(b) Contractual services for the decommissioning of access-control and closed-circuit television systems at 380 Madison Avenue ($150,000). Prior to the cancellation of the lease, all security assets will need to be tagged, decommissioned, uninstalled and moved into storage for reuse in other buildings.

D. Department of Safety and Security

57. Requirements of $2,860,000 were originally projected for 2013. It is now estimated that resources of $2,983,400 will be required to provide for:

(a) **General temporary assistance** ($2,893,700). The resources will provide for the continuation of 29 temporary positions (4 Professional positions, 22 security positions and 3 General Service positions). The reduced requirements reflect a

reduction of 35 temporary security positions as a result of the completion of relocation of Secretariat staff from swing spaces. The remaining temporary security positions will manage access control, physical security and screening of construction vehicles and contractors on the outer perimeter, inner perimeter and internal posts of the United Nations complex;

(b) **Contractual services** ($8,000). The resources would provide for random drug testing and laundry services for security personnel;

(c) **Operating expenses** ($64,600). The resources would provide for: (i) communications costs such as telephone and BlackBerry charges ($5,400); (ii) maintenance of office automation equipment, webmail accounts and service-level agreements with the Office of Information and Communications Technology ($30,200); and (iii) veterinarian and kennel services for the canine unit, renewal of pistol permits and locksmith services ($29,000);

(d) **Supplies and materials** ($17,000). The resources would provide for office supplies, canine supplies and uniforms for security officers.

VI. Action to be taken by the General Assembly

58. **The action to be taken by the General Assembly is included in section XIII of the tenth annual progress report of the Secretary-General on the implementation of the capital master plan (A/67/350).**